

Microsoft access

Technology, Information Technology



Computer sciences and Information technology Microsoft Access Microsoft Access is one of the computer-based applications utilized in the development of electronic databases on personal computers. The application can also be employed in personal information management. The system involves the organization and management of crucial data in an entity in a bid to coordinate the servers used.

Tables are crucial in the application because they are utilized in the storage. In this case, data is arranged in columns and rows. This enhances the importation of data from other applications like Microsoft excel. Forms helps in the addition of data into the main database used by the Microsoft access application. The reports in Microsoft access give a comprehensive summary of the information contained in the database (Viescas 39). The reports act as a knowledge management system, which provides answers to problems. Queries help with the filtration of data in order for a user to obtain the information required on an ad hoc basis.

The quick Access toolbar provides three options including redo, undoing, and saving option, which assist the user to navigate. The customization button, which is on the right side of the access bar, is usually in a disabled mode when there is no database needed. Even so, the button should be clicked when a database is needed. The button helps the application user decide the appropriate items to display on the interface (Viescas 69). The addition and elimination function of buttons on the quick access toolbar is performed by the customize button. A command is added by clicking on the middle list of the customize button. After that, the user should swiftly click on the Add option. The command is completed by clicking on the OK option.

Works Cited

Viescas, John. Building Microsoft Access Applications. Redmond, Washington:

Microsoft Press,

Cop. 2009. Print.